

PROGRAM CLOSEOUT

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***** REMINDER:** The term “Unit(s) of General Local Government” which is also referred to by its acronym “UGLG(s)”, and the term “Grantee(s)” are used interchangeably throughout this Implementation Handbook. ***

CHAPTER 10: PROGRAM CLOSEOUT

INTRODUCTION

Final program closeout occurs when all funds have been expended and all responsibilities related to the project, **including audits**, have been completed. Issuance and full execution of Closeout form signifies that the applicable CDBG grant is considered closed by the Division of Housing (DOH). The closeout process is not complete until the Unit of General Local Government (UGLG) has received the official closeout letter from the DOH, which reiterates the UGLG's record-keeping requirements beyond closeout of the Grant. Grantees should be advised that the record retention period may exceed ten years, which is dependent upon the closeout of the DOH's grant with the U.S. Department of Housing and Urban Development (HUD).

GENERAL REQUIREMENTS

Program closeout documents should be prepared when:

- All funds (private and public) have been expended; and
- All requirements under the CDBG contract, except the audit, have been fulfilled.

This must be completed no later than 60 days after the Construction Phase deadline and before end of the Grant Agreement end date. A final closeout letter will be issued after DOH has completed the project review and all required audits have been accepted.

PROGRAM CLOSEOUT DOCUMENTS

The UGLG must mail **two (2)** copies of each of:

- the Closeout Report Certification (Attachment 10-A); and
- the Certificate of Completion (Attachment 10-B),

The UGLG must also mail **one (1)** copy of each of the following supporting documents:

- Final Summary Narrative (Reporting Chapter, Attachment 9-B);
- Fair Housing Report (Attachment 10-C);
- Semiannual Labor Standards Enforcement Report(s) (Attachment 9-C) , if applicable;
- Final Labor Standards Compliance Report (Attachment 7-R);
- Final Cash Control Register (Attachment 8-C);
- Final CDBG Disbursements Journal (Attachment 8-D);
- Final Matching Funds Journal (Attachment 8-E);
- Accessibility Self-Evaluation Checklist (Attachment 6-F), if applicable;
- Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s) (Attachment 3-A);
- Second Citizen Participation Public Hearing Minutes, sign-in sheet, and Public Hearing meeting notice;
- Single Audit Statement (if Audit is required: Attachment 11-B; if Audit is not required: Attachment 11-C); and
- Refund check payable to the Wisconsin Department of Administration, if applicable.

ATTACHMENTS

Attachments for this Chapter can be found on the following pages.

***** REMINDER:**

The term “Unit(s) of General Local Government” which is also referred to by its acronym “UGLG(s)”, and the term “Grantee(s)” are used inter-changeably throughout this Implementation Handbook. ***

ATTACHMENT 10-A: GRANTEE PROGRAM CLOSEOUT REPORT CERTIFICATION INSTRUCTIONS

Instructions

- A. Enter the name of the grantee, CDBG Grant Agreement number, business name (PFED only), and reporting end date.
- B. Indicate which report documents are attached.
- C. A community official and the preparer (if other than a community official) must sign and date the “Grantee/Preparer Certification.”

ATTACHMENT 10-B: SAMPLE – GRANTEE PROGRAM CLOSEOUT REPORT CERTIFICATION

**GRANTEE PROGRAM CLOSEOUT REPORT CERTIFICATION
Wisconsin's Community Development Block Grant Program**

NAME OF GRANTEE Village of Yourville	
GRANT AGREEMENT# FY00-0000	
BUSINESS NAME Not Applicable	
REPORTING PERIOD ENDED December 31, 2013	
DOCUMENTS ATTACHED	
X	Grantee Program Closeout Report Certification
X	Certificate of Completion, with original signature on each form
X	Final Summary Narrative
X	Fair Housing Report
X	Semiannual Labor Standards Enforcement Report(s) (omit if previously submitted)
X	Final Labor Standards Compliance Report
X	Final Cash Control Register
X	Final CDBG Disbursement Journal
X	Final Matching Funds Journal
X	Final Business Matching Funds Journal (PFED Only)
X	Accessibility Self-Evaluation Checklist (Attachment 5-F) (If applicable);
X	Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s)
X	Final Equal Opportunity Report (PFED Only)
X	MBE/WBE Report
X	Section 3 Compliance Report(s)
X	Second Citizen Participation Public Hearing Minutes & Public Hearing Notice
X	Single Audit Statement (Audit Required form or Audit Not Required form)
X	Refund check payable to the Wisconsin Department of Administration, if applicable
GRANTEE/PREPARER CERTIFICATION	
I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.	
Jane Doe, Village President Community Official Signature	1/23/2013 Date
Jane Smith, Grant Administrator Preparer Signature (if other than a community official)	1/23/2013 Date
DOH APPROVAL	
DOH Signature	Date

ATTACHMENT 10-C: TEMPLATE – GRANTEE PROGRAM CLOSEOUT REPORT CERTIFICATION

**GRANTEE PROGRAM CLOSEOUT REPORT CERTIFICATION
Wisconsin's Community Development Block Grant Program**

NAME OF GRANTEE
GRANT AGREEMENT#
BUSINESS NAME
REPORTING PERIOD ENDED

DOCUMENTS ATTACHED	
	Grantee Program Closeout Report Certification
	Certificate of Completion, with original signature on each form
	Final Summary Narrative
	Fair Housing Report
	Semiannual Labor Standards Enforcement Report(s) (omit if previously submitted)
	Final Labor Standards Compliance Report
	Final Cash Control Register
	Final CDBG Disbursement Journal
	Final Matching Funds Journal
	Accessibility Self-Evaluation Checklist (Attachment 5-F) (If applicable);
	Final Business Matching Funds Journal (PFED Only)
	Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s)
	Final Equal Opportunity Report (PFED Only)
	MBE/WBE Report
	Section 3 Compliance Report(s)
	Second Citizen Participation Public Hearing Minutes & Public Hearing Notice
	Single Audit Statement (Audit Required form or Audit Not Required form)
	Refund check payable to the Wisconsin Department of Administration, if applicable

GRANTEE/PREPARER CERTIFICATION	
I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.	
Community Official Signature	Date
Preparer Signature (if other than a community official)	Date

DOH APPROVAL	
DOH Signature	Date

ATTACHMENT 10-D: CERTIFICATE OF COMPLETION INSTRUCTIONS

Instructions

- A. Enter the name of the UGLG as it appears on the CDBG Grant Agreement.
- B. Enter the CDBG Grant Agreement number.
- C. Enter the Business Name (PFED Only).
- D. Final Standards of Cost
 - 1. In column 1, list project activities as shown in the CDBG project budget, i.e., (0464) water mains, (0433) street reconstruction, etc.
 - 2. In column 2, enter budget amounts as shown in the CDBG project budget in total, figures should reflect the most recent Grant Agreement Amendment, if any.
 - 3. In column 3, enter the amount of CDBG funds drawn, by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” of the final *Cash Control Register*.**
 - 4. In column 4, enter costs paid with CDBG funds, by budget item and in total. **Figures should agree with “Total Payments To Date,” of the *CDBG Disbursements Journal* and column 13, “Cumulative Disbursements To Date,” on the final *Cash Control Register*.**
 - 5. Subtract column 4, “Paid CDBG Costs,” from column 2, “CDBG Project Budget,” to obtain column 5, “Funds to be Canceled.” This amount represents both funds not drawn and funds drawn but not used. Any funds drawn but not used must be returned to DOH. The funds must be returned to DOA, by check, **payable to the Wisconsin Department of Administration**, at the following address:

Your Project Representative's Name
Division of Housing – Bureau of Community Development
Wisconsin Department of Administration
P.O. Box #7970
Madison, WI 53707-7970

Documentation identifying the CDBG project budget code, to which the funds are being returned, should accompany the check.

- E. Enter the date, the typed name and title of the grantee's chief elected official (CEO), and the CEO's signature.
- F. DOH will complete this section upon approval of all closeout documents.

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ATTACHMENT 10-E: SAMPLE – CERTIFICATE OF COMPLETION

Wisconsin Community Development Block Grant

A. NAME OF GRANTEE Village of Yourville
B. GRANT AGREEMENT# FY00-0000
C. BUSINESS NAME (PFED Only)

FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE

Program Activity By Budget Item (1)	CDBG Project Budget (2)	Funds Drawn (3)	Paid CDBG Costs (4)	Funds To Be Canceled (5)
(0465) Water Tower	\$119,700.00	\$119,700.00	\$117,240.00	\$2,460.00
(0424) Sanitary Sewer Mains	\$138,750.00	\$138,750.00	\$138,750.00	\$0.00
(0464) Water Mains	\$82,000.00	\$82,000.00	\$82,000.00	\$0.00
(0433) Street Reconstruction	\$137,800.00	\$137,800.00	\$137,800.00	\$0.00
(0230) Engineering	\$64,100.00	\$64,100.00	\$64,100.00	\$0.00
(0130) Administration	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
TOTAL	\$552,350.00	\$552,350.00	\$552,350.00	\$2,460.00
<i>For DOA Use Only</i>				

CERTIFICATION OF GRANTEE

It is hereby certified that all activities undertaken by the grantee with funds provided under the Grant Agreement identified in B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Grantee's Chief Elected Official	Signature of Grantee's Chief Elected Official
December 31, 2345	Jane Doe, Village President	<i>Jane Doe</i>

CERTIFICATION OF DOH

Date	Typed Name and Title of DOH Authorized Official	Signature of DOH Authorized Official

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ATTACHMENT 10-F: TEMPLATE – CERTIFICATE OF COMPLETION

Wisconsin Community Development Block Grant

A. NAME OF GRANTEE

B. GRANT AGREEMENT#

C. BUSINESS NAME

FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE

Program Activity By Budget Item (1)	CDBG Project Budget (2)	Funds Drawn (3)	Paid CDBG Costs (4)	Funds To Be Canceled (5)
<i>For DOA Use Only</i>				

CERTIFICATION OF GRANTEE

It is hereby certified that all activities undertaken by the grantee with funds provided under the Grant Agreement identified in B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Grantee's Chief Elected Official	Signature of Grantee's Chief Elected Official
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CERTIFICATION OF DOH

Date	Typed Name and Title of DOH Authorized Official	Signature of DOH Authorized Official
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ATTACHMENT 10-G: FAIR HOUSING REPORT INSTRUCTIONS

Grantees are contractually obligated to initiate Affirmative Fair Housing in accordance with the CDBG Grant Agreement “Timetable.” Fair Housing Actions identified in the Grantee’s CDBG Application must be completed.

Instructions:

1. Enter the name of the grantee and the CDBG contract number.
2. Describe the Fair Housing Action(s) taken, in detail, on the Fair Housing Report, see *Potential Fair Housing Actions* on the following page.

ATTACHMENT 10-H: SAMPLE – FAIR HOUSING REPORT

A. NAME OF GRANTEE Village of Yourville
B. GRANT AGREEMENT# FY00-0000

FAIR HOUSING REPORT
Report Affirmative Fair Housing Actions taken.
<p>Fair housing posters have been displayed at all municipal offices, as well as the public library and community center. Copies of the posters are included in the file along with pictures of the displays.</p> <p>Fair housing information has been mailed to local realtors and landlords. A copy of the correspondence is included in the EO file.</p>

ATTACHMENT 10-I: TEMPLATE – FAIR HOUSING REPORT

A. NAME OF GRANTEE
B. GRANT AGREEMENT #

FAIR HOUSING REPORT
CDBG recipients are required to initiate Affirmative Fair Housing Actions in accordance with the CDBG Contract Timetable. Report Dates of Affirmative Fair Housing Actions taken.

ATTACHMENT 10-J: POTENTIAL FAIR HOUSING ACTIONS

Fair Housing Actions identified in the Grantee's CDBG Application must be completed. Fair housing actions may include, but are not limited to the following:

1. Enact, strengthen, or advertise a local fair housing law;
2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, or families with children, and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons, or families with children;
4. Send letters from the chief executive officer or chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and the adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
7. Display a fair housing poster or provide fair housing information at an appropriate public place;
8. Initiate a public education program on fair housing involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.

ADDITIONAL NOTES: (optional)